



INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-57

Date: January 14, 1999
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: DECEMBER 1998 JTPA QUARTERLY REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide information regarding quarterly reporting requirements for the period ending December 31, 1998. Reports to be submitted to the Job Training Partnership Division are identified in Attachment 1.

The Job Training Partnership Act (JTPA) Directive 98-10 addresses reporting issues arising as a result of the approval and implementation of JTPA waivers. For the purposes of financial reporting with two cost categories, Title II and Title III should be reported as administration on the applicable report. Program expenditures for Title II should be reported as training related/supportive services. Under Title III, please report non-administration program expenditures as retraining.

For the purposes of participant reporting, Title III Governor's 40 percent, Defense Diversification Project, Defense Conversion Projects, and other National Reserve Account projects, should be reported project to date (i.e., from the inception of the project up to December 31, 1998).

Job Training Automation users must execute the Extract Individual Participant Data (XIPD) program to extract the individual participant data information to be transmitted to the State. The program must be run immediately after the PJ10, PJ10E, and PJ11 reports are run to ensure consistent participant information.

If you have any questions, please contact Judi Bauman in the Financial Management Unit (FMU) at (916) 654-827 for Title II, and Tristyn Schmidt in FMU at (916) 654-7617 for Title III. For participant reporting questions, please contact Karen Yuke in Data Analysis Unit at (916) 654-7585.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

ATTACHMENT 1

REPORT PERIOD ENDING	DUE DATE	SUBGRANTS	REPORT FORMS
December 31	January 20	Defense Diversification Defense Conversion National Reserve	10E, 11, 12E 10E, 11, 12E 10E, 11, 12E
	January 25	All Funding Sources exc. Title II-B and 8% All Title II Title III Formula 60% Title III Governor's 40% Title III 40% Veterans Title III Rapid Response Title IV-C Veterans	Individual Participant Data 10, 11, 12 10E, 11, 12E 10E, 11, 12E 10E, 11, 12E 12E, JTPA 121 & 122 10, 11, 12, *Special Veterans Report

Note: Electronic transmissions do not have to be supported by original signed hard copies for the second-quarter reporting cycle.

*A special Title IV-C Veterans report will be released to JTA users on January 15, 1999. Instructions for running the report will be provided under separate cover. The Title IV-C program operators need to report and fax to Karen Yuke in Data Analysis Unit at (916) 654-9586.